

## MHHS Testing Advisory Group (TAG) Actions and Minutes

### Issue date

Meeting number	<b>TAG001</b>	Venue	<b>Microsoft Teams Meeting (Virtual)</b>
Date and time	<b>26 January 2022 14:00-15:00</b>	Classification	<b>Public</b>

### Attendees:

MHHS IM SRO - Chair	Chris Welby (CW)
MHHS IM Test Manager	Adrian Ackroyd (AA)
Exelon Representative (as central systems provider)	Badruddin Khan (BK)
DCC Representative (as smart meter central system provider)	Nickie Bernsmeier-Rulow (NBR)
MHHS IM Industry SME	Jason Brogden (JB)
iDNO Representative	Stacey Buck (SB)
DCC Representative (as smart meter central system provider)	Brendan Byrne (BB)
DNO Representative	Anna Davis (AD)
MHHS IM Test Architect	Kate Goodman (KG)
Supplier Agent Representative	Ian Hall (IH)
MHHS IM PMO Lead	Lewis Hall (LH)
MHHS IM PMO	Miles Winter (MW)

### Actions Summary

Action Ref	Action	Owner	Due Date	Update
TAG01-01	Respond to questions on Terms of Reference and share with all TAG members	Programme	16/02/22	
TAG01-02	Consider inputs and approach for the 3 M5 deliverables to be developed and owned by the TAG (as outlined in the meeting papers)	TAG members	16/02/22	
TAG01-03	Propose an approach for TAG members to be able to access M5 deliverables of interest	Programme	16/02/22	
TAG01-04	Arrange the next TAG session for 16 February 2022	PMO	28/01/22	Complete

### Minutes

#### 1. Welcome and introductions

Chris Welby (CW) walked through the agenda for the meeting and welcomed everyone to the first meeting of the Testing Advisory Group (TAG).

CW articulated the overarching MHHS Programme objective, north star and the programme principles we should all strive to work towards and adhere to.

CW emphasised that the MHHS Programme is to be design-led and not code-led, as per the guiding principles.

CW introduced the Lead Delivery Partner (LDP - Expleo) and talked of the importance and rationale of having a single LDP to minimise dependencies and avoiding passing back forth between parties. It is nevertheless critical to successful delivery to gather input, insight and experience from across industry and make this a joint effort.

The programme governance structure aims to provide the Advisory Groups with the appropriate level of autonomy to make decisions. The Programme does not want to create additional complexity and bureaucracy by passing things up and down the chain. Instead, the Programme want to promote collaboration and decision-making.

CW walked through the Implementation Managers' objectives. Transparency is at the heart of the operation. The Programme will share information and content and communicate through the Programme Portal and website.

CW noted that it is a key objective of the Implementation Manager to demonstrate the MHHS Programme as a blueprint for future large industry programmes.

CW walked through the progress of the programme to date. The programme has a defined structure and has successfully onboarded and mobilised the LDP. The separate design groups initially set up have been consolidated into the Design workstream and are governed by the Design Advisory Group (DAG). A MHHS Programme Communications Strategy is in place, separation arrangements to avoid any conflicts of interest between Elexon and the MHHS Programme are in place and the MHHS Governance Framework has been signed off and is in place.

Jason Brogden (JB) provided an overview of the role of the Programme Party Coordinator (PPC) within the LDP as the point of contact and engagement for the industry. The PPC will aim to be proactive and transparent with communications to the industry.

JB encouraged all attendees with any questions to reach out to the PPC at [PPC@mhhsprogramme.co.uk](mailto:PPC@mhhsprogramme.co.uk)

## 2. Terms of Reference sign off

Adrian Ackroyd (AA) presented the proposed Terms of Reference (ToR) for the TAG and talked through the main premise of the document.

AA asked if the group was happy to sign off and approve the ToR.

Nickie Bernsmeier-Rulow (NBR) noted that she had raised few questions from the DCC to the MHHS PMO inbox and wanted to know the process for incorporating these or receiving responses.

It was agreed that these comments would need to be addressed before the ToR can be approved by TAG.

CW confirmed that the Programme will review these comments and re-issue the ToR with responses to each question to the membership. Sign-off of the ToR will be sought in that email response and in advance of the next TAG meeting.

**ACTION TAG01-01 – AA to respond to questions on Terms of Reference and share with all TAG members**

## 3. Milestones and upcoming deliverables

Kate Goodman (KG) provided an overview of upcoming milestones, deliverables, and the role of TAG in making recommendations and approvals. The first testing-related programme milestone is 'M9 – System Integration Testing start'.

KG talked through the upcoming deliverables for 'M5 – Physical Baseline Delivered' scheduled for the end of April 2022. There are 3 key documents for development, review and sign off that feed into that milestone:

- E2E Integration & Test Strategy
- E2E Data Strategy
- Data Plan for Industry-Wide Testing

It is likely that the last two will be combined and TAG will be asked to approve the resulting E2E Test Data Strategy. KG requested that TAG members consider the inputs and approach to how these documents will be developed and this will be discussed in the next TAG meeting.

**ACTION TAG01-02 – TAG members to consider inputs and approach for the 3 M5 deliverables to be developed and owned by the TAG**

It was also noted that there are several additional M5 deliverables that the TAG will have an extended interest in.

Ian Hall (IH) asked if there were any aspirations for when testing will begin?

The Programme is currently working to Ofgem's published Transition Timetable and is targeting commencement of integration testing on 01 August 2023.

Badruddin Khan (BK) asked if there are any testing activities in this period (Q1-Q2) that Elexon are required to support?

Central systems will be in the process of procurement rather than commencing Design, Build and Test (DBT) phases. No integration testing will be undertaken in this window but there will be a number of preparation activities (such as qualification) to have everything in place for when testing does commence.

NBR sought clarification on the scope of Integration Testing and whether this was when individual participants join up and begin testing against these signed off testing artefacts. It was noted that there are various levels, types, and interpretations of 'integration' and this needs to be clear. Is the expectation that everyone be testing jointly, for example.

KG noted that the view on this will become much clearer next month. The Programme will be looking to identify a small number of industry participants to work on initial integration testing and build up the participants from there. The Programme won't be looking to bundle everyone together from day 1.

There was a further request for clarity on go-live timetable. It was noted that many of the members had not yet seen Ofgem's latest Transition Timetable. It was agreed that this would be socialised with the Highlight Report but could also be found on the MHHS website.

It was noted by TAG members that it would be useful to have visibility of the deliverables of interest and any progress or decisions made on them.

**ACTION TAG01-03 Think about how TAG can have access to M5 deliverables of interest**

#### 4. **Next steps**

CW summarised next steps for the group and noted that the next TAG would be on 16 February 2022 and the invitation for this would follow this meeting.

**ACTION TAG01-04 – PMO to set up next TAG for 16 February 2022**

It is the desire of the Programme to set up the first Level 4 Working Groups ahead of the next TAG meeting and more will come from the Programme on this soon.

JB talked about migration and the overlap with TAG. It was proposed to incorporate Migration into the scope of TAG from March onwards and this will be discussed at the Programme Steering Group (PSG) in February 2022. This will help minimise the number of working groups on the programme and recognises strong links between testing and migration. This will be picked up at the next TAG to provide an update following PSG.

CW noted that the Programme will monitor the workload of TAG with this additional scope and if required it will be amended. There is also the potential opportunity to set up a Migration Working Group under TAG.

Anna Davis (AD) noted that migration is too separate on the Faster Switching Programme and would like to see transparency and merging across the two on the MHHS Programme.

JB agreed and confirmed this is one of the rationales for bringing this together. The Programme Portal will promote transparency too. JB asked all members to please hold LDP to account to ensure this is delivered.

TAG members were supportive of bringing Migration into the scope of the TAG.

No AOB was noted.

CW closed the meeting.